

HOUSING REHABILITATION SPECIALIST I
HOUSING REHABILITATION SPECIALIST II

DEFINITION:

Assists eligible clients in improving housing conditions through the management of housing rehabilitation loans and grants and construction projects of a less complex nature; to make referrals to appropriate service agencies; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS:

Housing Rehabilitation Specialist I:

The Housing Rehabilitation Specialist Series is allocated only to the Department of Housing and Community Development. This is the entry-level class in the Housing Rehabilitation Specialist series. This series differs from the Building Inspector series in that the latter is involved in the enforcement of building ordinances. It is distinguished from the next higher class, Housing Rehabilitation Specialist II; in that the latter exercises greater independent judgment in interpreting and applying housing rehabilitation program regulations and inspecting rehabilitation construction projects.

Housing Rehabilitation Specialist II:

This is the journey-level in the class series. Incumbents are responsible for completing rehabilitation assignments of average difficulty. This class is distinguished from the next higher level, Housing Rehabilitation Specialist III, in that the latter performs the most difficult housing rehabilitation construction assignments, supervises staff, assigns work, and authorizes payments to contractors.

EXAMPLES OF DUTIES:

Determines rehabilitation needs of relatively simple rehabilitation projects; inspects dwelling units for health and safety violations; prepares draft work specifications and bid documents; reviews bids and contracts for completeness; acts as liaison between contractors/clients/lending institutions; prepares loans and grants; insures rehabilitation projects are undertaken in accordance with regulations; sets-up fund control accounts; prepares activity reports; maintains and monitors records; inputs and reviews computer-generated documents.

Housing Rehabilitation Specialist II:

All of the duties listed above and: assists in the training of Housing Rehabilitation Specialists I and Housing Aides; represents the department at community meetings and in outreach activities; and performs various special project assignments.

MINIMUM QUALIFICATIONS:

General Knowledge of:

- Federal, state, and local housing programs to include housing rehabilitation programs for low and moderate-income households and other related programs.
- Housing, real estate, construction, and financing terminology.
- Dwelling construction methods, materials, costs, and financing.
- Tenant and property owner rights and responsibilities.
- Building code and zoning regulations.
- Office procedures and operations.
- Mathematics.

General Knowledge of Housing Rehabilitation Specialist II (in addition to the above):

- Construction contract administration.
- Housing Inspection.
- Governmental organization including federal, state, and local housing agencies and their respective powers and responsibilities.

Skills and Abilities to:

- Analyze, interpret, and draw logical conclusions from personal, financial, and numeric data.
- Communicate effectively and diplomatically, both orally and in writing, with persons of a wide range of socio-economic background, property owners, contractors and other agencies.
- Effectively negotiate or mediate rent leases, damage claims, and tenant property owner disputes.
- Manage a caseload of rehabilitation loans and grants.
- Establish and maintain cooperative working relationships with other agencies and members of the public.
- Prepare basic floor plans and drawings.
- Prepare cost estimates.

Housing Rehabilitation Specialist II (in addition to the above):

- Draft bid documents.
- Disseminate program information and represent the department at public hearings.
- Manage large number of housing contracts.
- Read, understand, and explain to others written policies and regulations.

EDUCATION/EXPERIENCE:

Education, training, and/or experience, which clearly demonstrate possession of the knowledge, skills and abilities stated above. An example of qualifying education/experience is:

Housing Rehabilitation Specialist I:

1. Completion of an apprenticeship program in construction technology; OR,
2. 60 units of college level coursework in real estate, business, or construction technology.

Housing Rehabilitation Specialist II:

1. Two (2) years of experience at the level of Housing Rehabilitation Specialist I in the County of San Diego.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California driver's license is required at time of appointment.

Conflict of Interest:

Those hired into this class will be required to file a Conflict of Interest Statement within thirty (30) days of hire in accordance with county codes and department policy.

Working Conditions:

Incumbents must have the physical ability to inspect and measure dwellings: climb, bend, crawl, reach, and stretch. Incumbents must be willing to perform fieldwork in inclement weather and to occasionally inspect unsanitary dwellings.